

## CLERK–FULL TIME

DEPARTMENT:	Senior Citizens
SALARY RANGE:	Pay Grade #2
EVALUATION PERIOD:	90 days from date of employment.
PROBATION PERIOD:	6 months from date of hire or 1040 hrs..
TRAININIG & EDUCATION:	High school diploma or equivalency certificate Preferred. Previous office experience preferred.
SKILLS:	Office experience is necessary, knowledge of office equipment: Computers,(including Excel, Word, Etc.) Typewriter, adding machine, copy machine, Must be able to accurately type, file, account for money, & receipts. Input data and keep records.
PERSONAL ATTRIBUTES:	Exhibit a high degree of tack and patience while working with Senior Citizens. Must be dependable, trustworthy and honest. Neat, and clean, in person, & appearance, and presentable to public. Work regular hours as scheduled and yet be flexible to schedule changes as instructed by supervisor.  Must be able to pass Physical check-up, Drivers License check, Criminal background check and Drug test.
LICENSE:	Must have and maintain a valid New Mexico Driver's License.
LINE OF SUPERVISION:	Directly supervised by the Senior Citizens Director.

SENIOR CITIZENS CLERK- FULL TIME

Duties include but are not necessarily limited to the following:

1. Must certify on the Aging & Disability system.
2. Responsible for answering phones promptly and relaying information correctly.
3. Must have acceptable phone communication skills.
4. Responsible for Reservation Sheets for Congregate Meals.
5. Responsible for assisting with money count for Congregate Meals, Home Delivered Meals, and Transportation, filling out proper forms in compliance of city and aging network regulations.
6. Responsible for Congregate, Grab & Go Meal Sign- In Sheet, accurate count, and reconciling units and names to clients.
7. Responsible for inputting data promptly and correctly.
8. Must be able to lift tables, chairs, and commodities.
9. Must be able to lift 35 pounds.
10. Maintain Exercise Forms, with names of patrons.
11. Assist with transportation as needed.
12. Responsible for Training and Training information.
13. Responsible for printing and maintaining survey information.
14. Assist with all inventory.
15. Must be willing to attend job related work shops.
16. Perform all other duties as assigned.

I attest that I have read and understand Job qualifications.

\_\_\_\_\_  
Signature

Date \_\_\_\_\_

\_\_\_\_\_  
Notary Public